

Budget Review  
LEJCOC  
PS 83346901-0

(1) Compare the proposed budget to the narrative or work plan to determine whether the budget is reasonable from a programmatic perspective. The budget appears consistent w/ the workplan.

(2) Examine staffing requirements for the project and determine whether the proposed number of personnel is appropriate and the right mix to meet the project objectives. The personnel costs appear appropriate, they have a Project Manager to oversee the implementation of the project and project staff member who will be working on this project 25% of the time. Project staff person is necessary for on the ground activities associated with this project.

(3) Review personnel budget category to determine if the salary ranges proposed are reasonable. The breakdown looks appropriate.

(4) Determine whether the amount budgeted for supplies is reasonable. The supplies appear appropriate -- they will be developing training manuals and packets so this require the amount of supplies they have allocated. They are also requesting a laptop. The recipient needs this for their training activities because the PM and Project Staff member will be traveling to various locations.

(5) Review travel costs to ensure that the destination(s) and the number of trips planned are necessary to complete the scope of work, and that the number of travelers is consistent with the trips' purposes. Travel costs are appropriate -- the recipient will need to provide assistance to their various community-based partners and project staff. LEJCOC is composed of various community based organizations that span a 50 mile distance. These costs are necessary to convene trainings and partner meetings.

(6) Determine whether the project's objectives support equipment purchases or if other options should be considered, such as equipment rental or loan of government property. If purchasing equipment is the best option, consider what will happen to the equipment after it is no longer needed for the project or the project is terminated. If the recipient is not going to be allowed to keep the equipment, instruct the GMO to add an appropriate disposition term and condition to the assistance award. N/A -- no equipment costs

(7) Review the "other" cost category to determine whether these costs are consistent with the proposed work plan and are necessary to complete the approved work plan. The "other" cost category is appropriate. They need to provide stipends for the residents and their advocacy commissioners for their participation in the various training sessions and meetings. These costs are the bulk of the other category. The remaining costs are for phone and postage.

(8) Review the purpose of proposed contracts under the grant to verify that

(a) the contract support appears necessary to carry out the objectives of the project/program; and

The contractual costs are necessary for this project. Part of this project will require the recipient to develop their capacity and they will need the technical assistance to do this. They propose using the services of a air toxics expert, ADR expert, and expert in P2. They also need the services of a bookkeeper and organizational development to assist them in establishing their internal controls.

(b) the proposed costs appear reasonable. Costs appear reasonable

(9) Determine whether the grantee will generate program income under the grant. If so, refer to 40 CFR §30.24, or 40 CFR §31.25, as appropriate, to determine how the recipient should handle program income. If the Program Office wishes for the recipient to handle program income differently than prescribed in 40 CFR §30.24(d), or wishes to authorize the program income alternatives described in 40 CFR §31.25(g), then the Project Officer is to include in his or her decision memorandum to the GMO the applicable term and condition to be included in the assistance agreement. N/A.

(10) Ensure that no unallowable costs, such as lobbying, entertainment expenses, etc., are included. No lobbying or entertainment costs were included.